# Expired Goods

## Report Module Guide: Expired Goods Report

### Module Location

Inventory > Reports > Expired Goods

### Module Objective

The **Expired Goods Report** module is used to generate a list of all items in inventory that will or have already passed their expiration date. This report is crucial for companies that manage goods with a limited shelf life (such as food, beverages, or chemicals) to minimize losses and ensure product quality.

## 1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Warehouse / Item/Service Category Type**:
  - Filter the report for a specific **Warehouse** or **Category Type** (e.g., FINISHED GOODS).
- **Period**:
  - Specify the date range in the **From** and **To** fields.
- **Based on**:

- **Important!** Select the basis for the period filter:
- **Arrival Date**: Displays goods that were received in that period.
- **Expiry Date**: Displays goods that will expire in that period.

# 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the parameters you need. To see goods that will expire this month, select **Based on: Expiry Date** and set the **Period** for the current month.

### Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

# 3. Reading the Report (Report Content)

The generated report is a list of items managed by batch or lot, along with their expiration dates.

This report displays important details such as:

- **Item/Service Code** and **Item/Service Name**.
- **Arrival Date**: When this batch of goods was received.
- **Expiry Date**: The expiration date for that batch.
- **Lot No**: The batch or lot number of the goods.
- **Qty**: The remaining quantity of that batch.

# Tips & Important Notes

- Use this report **proactively** to identify goods that are approaching their expiration date.
- Goods nearing expiration can be prioritized for sale (using the **FEFO - First Expired, First Out** principle) or be used for a promotional program to avoid losses.
- This report is crucial for the **Warehouse Management, Quality Control (QC), and Sales teams**.

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Revision #1
Created 15 October 2025 13:44:44 by Sayu
Updated 15 October 2025 13:46:25 by Sayu